

Reporting a concern regarding CIP's Preventing Sexual Exploitation, Abuse and Harassment (PSEAH), Conflict of Interest, or Research Ethics Policies

The Center for Inclusive Policy (CIP) is committed to the safeguarding and wellbeing of CIP staff, Board members, associates, fellows, consultants, contractors, partners, and people in the communities in which we work. CIP has a firm do no harm approach and expects all CIP Stakeholders to comply with our policy to prevent sexual exploitation, abuse, and harassment (PSEAH.)

CIP's reporting and response obligations apply not only to PSEAH concerns, but also to violations of CIP's Research Ethics Policy and Conflict of Interest Policy.

Reporting

It is mandatory for all CIP staff, Board members, associates, fellows, consultants, contractors and partners to immediately report any suspected or alleged violations of CIP's:

- Sexual Exploitation, Abuse, or Harassment Policy
- Research Ethics Policy
- Conflict of Interest Policy

All reports should be made directly to one or more of the following CIP contacts:

- Chief Executive Officer (CEO): Daniel Mont
daniel.mont@inclusive-policy.org
- Deputy Director: Maria Ni Fhlatharta
maria@inclusive-policy.org
- Board President: Savanh Tanhchareun
president@inclusive-policy.org

The Board President or the CEO/Deputy Director will coordinate the investigation process and ensure appropriate action is taken.

If you believe someone may be at immediate risk of harm, report as soon as possible using the contacts above and also consider urgent local safety measures.

If the concern involves a possible criminal offence, it should be reported through the correct local law enforcement channels, in coordination with the survivor(s).

Confidentiality

CIP will treat reports of abuses of these policies with absolute confidentiality to protect the safety and wellbeing of survivors and whistleblowers in order to investigate and respond appropriately.

Retaliation is prohibited

Retaliatory action against anyone for reporting or cooperating in an investigation of safeguarding violations is strictly prohibited. If you fear retaliation, contact the CEO, Deputy Director, and/or Board President using the contacts above.

What to include in your report

To support a prompt and effective response, please include as much of the following as you can:

- what happened (and what you observed or heard)
- when and where it occurred
- who was involved (names and roles, if known)
- any relevant documents, messages, or other evidence
- whether you are reporting as a witness, affected person, or in another capacity
- your preferred contact information (unless you are reporting anonymously)

Upon receiving a report, CIP will:

- Coordinate an appropriate response with the Board President.
- Engage an independent investigator where appropriate.
- Take appropriate action based on findings, in line with CIP's PSEAH policy and applicable procedures.
- Ensure steps are taken to protect people from further harm where relevant.